



**DRYDEN
POLICY
DIRECTIVE**

Directive: DPD-1620.2A
Effective Date: May 17, 2002
Expiration Date: May 17, 2007

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Compliance is mandatory.

Responsible Office: J/Center Chief of Security

Subject: Parking Policy

1. POLICY

All vehicles operating within the confines of the NASA Dryden Flight Research Center (DFRC) must be properly registered with the Air Force Flight Test Center (AFFTC) Security Police Squadron, Pass and Identification office (Bldg. 2845), in accordance with existing AFFTC policies. In addition, parking on all parts of DFRC is considered a privilege that may be revoked by the Center Director. Parking at DFRC is limited, so all assigned personnel and visitors will be expected to cooperate and comply with the parking policy as set forth below.

- a. DFRC has assimilated the parking regulations/violations listed in the California Vehicle Code. (The DFRC land area consists of both exclusive federal jurisdiction and concurrent state/county jurisdiction.) In addition, DFRC adheres to AFFTC policy pertaining to enforcing disabled parking and for violations of parking in a fire lane or near a fire hydrant.
- b. All parking in other than marked spaces or in areas designated for parking for special groups or vehicles is prohibited.
- c. Unless specifically authorized to park in a reserved space (as listed below), all personnel will park in "open" parking spaces only. "Open" parking spaces are identified by painted lines.
- d. Reserved parking is identified by a curb/slot marking and posted sign. A reserved parking space is reserved 24 hours a day, seven days a week. All reserved spaces are assigned to a specific individual or position by Code X, and will not be used by others unless permission is granted by the individual assigned that specific space or by Code X.
- e. Disabled Parking is identified by a curb/slot marking or posted sign. Disabled spaces are limited to those who display official decals, plates, and/or placards issued by the California Department of Motor Vehicles, other states, or foreign governments. Short-term (60 days or less) disabled parking will be permitted for those vehicles displaying a DFRC disabled permit/decal issued by **Code E** (Equal Opportunity Office.)
- f. Visitor parking spaces are reserved for official visitors. Official visitors are those whose business is limited to one duty day. All other visitors must park in long-term parking areas. Parking for Credit Union customers/visitors is restricted to specific reserved spaces identified as Credit Union parking, or to long-term parking spaces.
- g. In the areas with clearly marked diagonal parking spaces and in which traffic flow is one-way only, vehicles shall park with the front of the vehicle facing in (away from the traffic lane). Parking with the front of the vehicle facing out toward the traffic lane is prohibited as it creates a clear traffic hazard when the vehicle pulls into the flow of traffic.
- h. Government/Official vehicle parking spaces are reserved at various locations around DFRC for parking of government/official vehicles (GOVs). A GOV is a vehicle bearing a U.S. Government license

plate or a rental/contractor vehicle displaying appropriate and/or authorized decals or placards identifying the vehicle as an official vehicle. GOVs can be parked in any GOV parking space or any parking space designated for open parking. Keys will not be left in GOVs parked outside of secured areas and contractors will establish their own policies for security of their vehicles, but these policies shall not be in conflict with any government policy or regulation.

i. GOVs will not be parked overnight in open parking spaces solely for the purpose of reserving that space for personal use of a privately owned vehicle.

j. Motorcycles have specifically designated spaces that shall be used prior to parking in a full-size vehicle space. Once all motorcycle spaces are occupied, a motorcycle may then be parked in a full-sized space. Vehicles other than motorcycles must not utilize these designated spaces.

k. Government-owned or -supplied bicycles shall be parked in bicycle racks located throughout the Center. Privately owned bicycles should be parked in the bicycle racks; however, they may be stored in work areas with written permission from the supervisor of that work area and concurrence of the Safety Office. A copy of the written permission shall be forwarded to the Security Office. At no time shall bicycles be parked so as to impede traffic, block an exit/entryway, or otherwise create a safety hazard. Bicycles shall not be left unattended in hallways, corridors, or stairwells, nor stored outside entrances to restrooms or other office spaces.

l. Golf carts shall be parked in areas clearly marked for golf carts or in other spaces marked for open parking. Golf carts may not park in No Parking areas, on sidewalks, or next to buildings unless that area is clearly marked for golf carts. Golf carts are not exempt from the DFRC Parking Policy.

m. Loading/Unloading zones are identified by curb markings and/or signs. Vehicles loading/unloading may use these areas to unload equipment/personnel, but their use is limited to the time displayed on the signs or curb markings. Deliveries of large volume items or bulky items are not confined to the time span listed during loading or unloading.

n. No Parking zones are areas not specifically designated for parking, or areas marked with No Parking signs. End caps (the areas at the end of each parking row), the **unmarked** dirt strips next to the DFRC perimeter fences, the crosshatched areas adjacent to disabled parking spaces and the immediate area in front of hanger doors are No Parking Zones. There are three exceptions to this rule. First, golf carts and only golf carts may park in end caps; second, when a hanger is under construction/repair and no aircraft are present, and finally, construction vehicles may park in front of the hanger doors. Building 4809 has no clearly marked parking spaces directly in front of it. Due to the nature of the work in this building, vehicles being serviced/worked on by personnel in 4809 may be parked on the paved area (asphalt or concrete) in front of 4809 despite the lack of clearly defined spaces. **Special attention should be taken not to block fire lanes and emergency vehicle access.**

o. Changes to parking signs, markings, or space designations may not be made without prior and approval by Codes J (Office of Security) and F (Directorate of Research Facilities).

2. ENFORCEMENT

DFRC utilizes a multi-pronged approach to parking enforcement consisting of verbal warnings/advisements, the use of internal DFRC tickets (Notice of Illegal Parking), and U.S. Magistrate tickets.

a. The internal DFRC parking ticket (Notice of Illegal Parking) will be issued by the DFRC Security Force Patrol for all parking offenses, except for those specifically set forth elsewhere in this Policy. One copy of the ticket will be retained by the Security Office, one left on the vehicle, and one sent to the offender's onsite supervisor/sponsor (short term visitors will be handled as set forth below). In accordance with the Revised NASA Desk Guide of Disciplinary Offenses and Penalties found in

Personnel Bulletin 2001-09-HH, the supervisor/sponsor will informally counsel the offender on the first offense, the second offense will require a formal documented counseling session, and the third offense (in any calendar year) will require a written reprimand from the supervisor/sponsor with a copy forwarded to the Security Office. Any further offenses within the same calendar year will lead to the Security Office forwarding to the DFRC Director a recommendation that the offender's parking privileges be suspended for a period of time ranging from 30-90 days.

b. The AFFTC Security Police utilize both an internal DoD ticket and the Magistrate's ticket. U.S. Magistrate's Tickets will only be issued by those Special Agents assigned to the DFRC Security Office who have Federal Arrest Authority and who are trained and certified by the U.S. Department of Justice, U.S. Attorney's Office, Eastern District of California. Magistrate's Tickets carry the full weight of the federal court system behind them, including fines and court appearances. A Magistrate's Ticket shall be issued for the following offenses: parking in a fire lane and parking in a stall/space for the disabled. A Magistrate's Ticket shall be issued for parking within 15 feet of a fire hydrant unless one of the following conditions exists (as set forth in the California Vehicle Code): the vehicle is attended by a licensed driver who is seated in the front seat and who can immediately move such vehicle in case of necessity, or the vehicle is owned/operated by a fire department and is clearly marked as a fire department vehicle. DFRC reserves the right to issue Magistrate's Tickets for other parking offenses, including those that fall under the California Vehicle Code but which are not specifically called out in this policy.

c. Short-term visitors with no supervisor/sponsor at DFRC (i.e., tours, gift shop/cafeteria visitors) will not be issued internal DFRC tickets. Verbal advisements/warnings by the DFRC contract security officers will be utilized to the maximum extent possible. For those offenses (set forth above) that call for a Magistrate Ticket, the DFRC Security Office Special Agents will be notified and a Magistrate's Ticket issued if the verbal advisement/warning does not/cannot rectify the situation.

3. APPLICABILITY

This Directive applies to all DFRC employees, DFRC contractors, and visitors.

4. AUTHORITY

Code of Federal Regulations, Aeronautics and Space, (14 CFR).

Title 18-United States Code-Crimes and Criminal Procedure, §13. Laws of States adopted for areas within federal jurisdiction.

State of California Vehicle Code

5. REFERENCES

National Aeronautics and Space Act of 1958, as amended.

6. RESPONSIBILITY

a. It is the responsibility of each DFRC employee, DFRC contractor, and visitor to comply with this policy.

b. It is the responsibility of the Installation Chief of Security to enforce this Policy.

7. DELEGATION OF AUTHORITY

None

8. MEASUREMENTS

None

9. CANCELLATION

None

Kevin L. Petersen
Center Director

Document History Log

This page is for informational purposes and does not have to be retained with the document.

Status Change	Document Revision	Effective Date	Page	Description of Change
Baseline		5-14-02		
Admin. Change		11-18-04	All	<ul style="list-style-type: none">• Added "Compliance is Mandatory" to first page.• Added Document History Log.• Corrected typographical, grammatical, and some format errors.